# The Profiler
Prisons

## Standalone Version
## User Manual

Do-IT>

# Welcome to The Profiler

**This manual provides guidance on using The Profiler and maximising the benefits for the individual and for your organisation.**

**It includes information about The Profiler itself and how to use it, and an overview of the surveys and assessments within it.**

The Profiler by Do-IT Solutions consists of a variety of computerised tools that help identify strengths and challenges in order to support the individual and assist those working with them.

The Profiler:
- Identifies potential areas of strengths and challenges.
- Provides individually tailored advice and guidance.
- Provides the individual with strategies to maximise their own potential.
- Identifies areas that may require further support and/or specialist assessment.

The Profiler does not separate people into white or black boxes, or provide a diagnosis or label. It is a profiling tool which provides a description and guidance about the individual's areas of strengths and difficulties.

Additional assessments and surveys are also available from The Profiler. Please see our website - www.doitprofiler.info - to provide a more extensive picture of the individual's strengths and difficulties.

Please be in touch if you have any questions or need further information.

**Professor Amanda Kirby**
Chief Executive Officer
Do-IT Solutions

## Feedback and questions

Throughout The Profiler, you will see a feedback button. Should you encounter any problems or wish to make comments on any pages, simply click the feedback button and send the information.

If you need further support, please email us at **info@doitprofiler.info**

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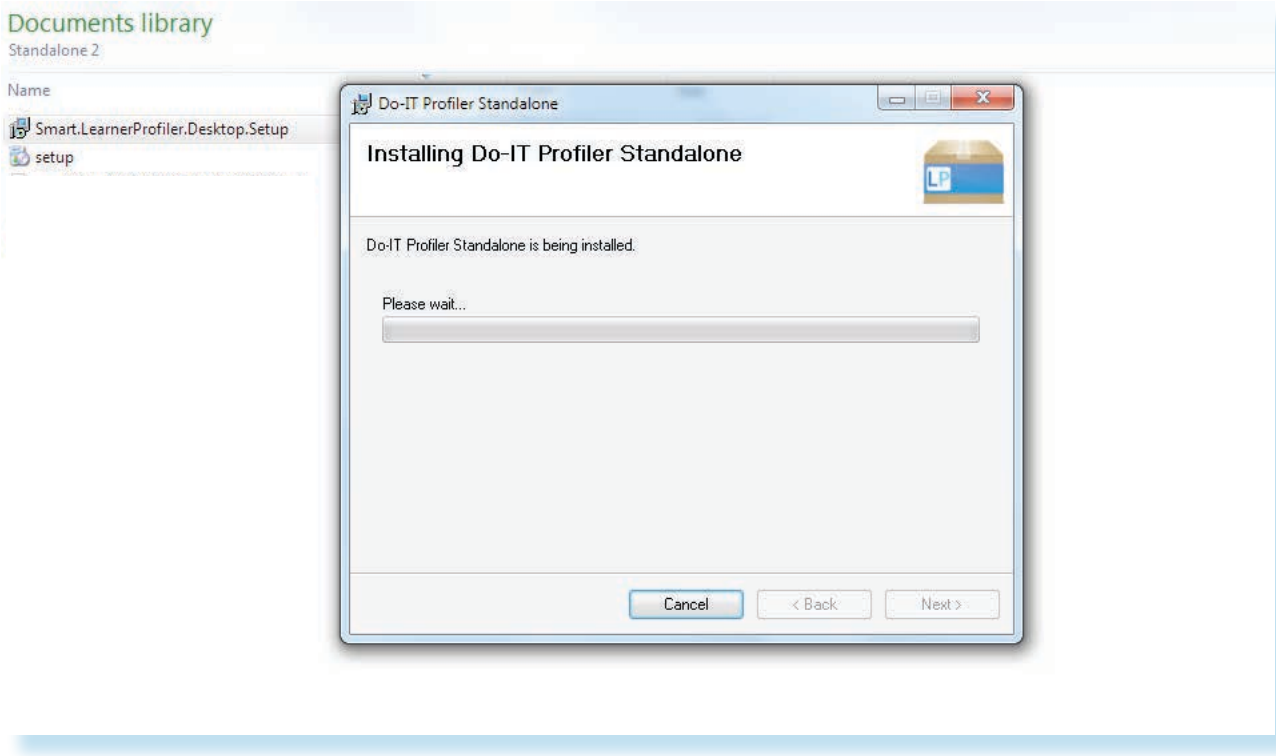
# Installing The Profiler

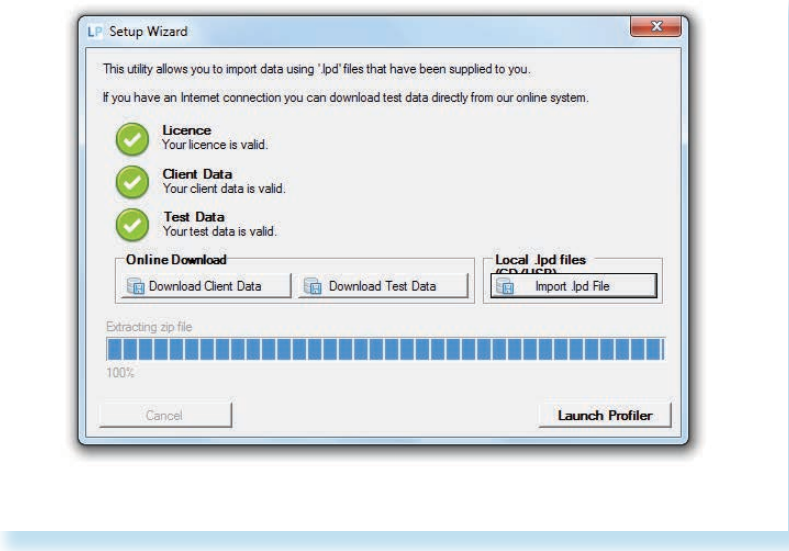
## First installation

On the first installation of the standalone Profiler, double click on setup.exe, this will install everything needed. Then run the setup wizard going through the steps on-screen.




After installation, open the standalone and import the lpd files you were given with the software.

Click the 'Import .lpd file button' and locate the files on your computer / disc. Click the first .lpd file, and then repeat this process clicking on the second .lpd file. You should have three green ticks, you will need three ticks before you proceed.


Setup Wizard
This utility allows you to import data using '.lpd' files that have been supplied to you.
If you have an Internet connection you can download test data directly from our online system.
Licence
Your licence is valid.
Client Data
Your client data is valid.
Test Data
Your test data is valid.
Online Download
Download Client Data
Download Test Data
Local .lpd files
Import .lpd File
Extracting zip file
100%
Cancel
Launch Profiler

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# Synchronising / Updating Data

## Introduction to Synchronising and Updating Data

Sychronising and updating data can seem a little confusing at first, so we recommend reading this introduction before attempting to do either task in order to understand why and what you are synchronising and the importance of doing so.

**Why do I need to synchronise or update data?**
In order to utilise all the benefits of The Profiler, data will regularly have to be synchronised/updated from the standalone to the internal database.

There are two types of data:

- **Client data** – this includes any users that have been created on the standalone, any test results they have etc.

  This needs to be synchronised with the web version to add the data you have collected on your standalone profiler to the larger set of online data from other sites for inclusion on group reports and similar.

- **Generic data** – this includes things such as the tests, the questions asked and the sound files that play.

  This occasionally needs to be updated so that you keep the latest version of the standalone profiler. This is important if tests are changed/added, you will need to update to benefit from this. This is a fairly large download so it only needs to be done when instructed.

As you will probably need to synchronise client data much more regularly than generic data, both parts need to be synchronised separately. This makes the synchronisation much faster as it does not need to do both tasks every time a synchronisation is performed.

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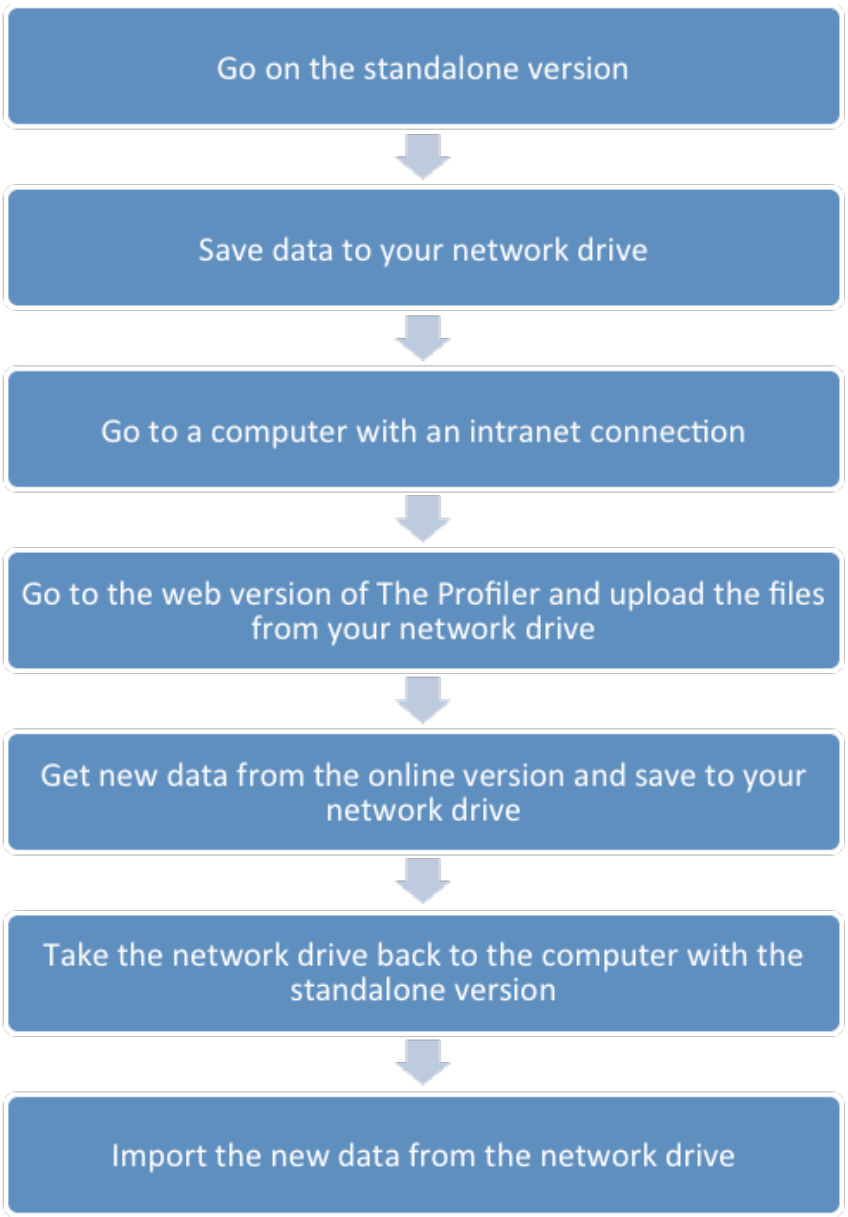
# Synchronising / Updating Data

## Synchronising Standalone Client Data (Users, Test Results etc.) with the Internal Database via a Network Drive

Please see “Introduction to Synchronising and Updating Data” for a brief introduction before attempting these steps.

The basic process of synchronising standalone client data (users, test results etc.) with the internal database via your network drive is:


Go on the standalone version
Save data to your network drive
Go to a computer with an intranet connection
Go to the web version of The Profiler and upload the files from your network drive
Get new data from the online version and save to your network drive
Take the network drive back to the computer with the standalone version
Import the new data from the network drive

To do this you will need to follow the instructions on the next page.

continued >

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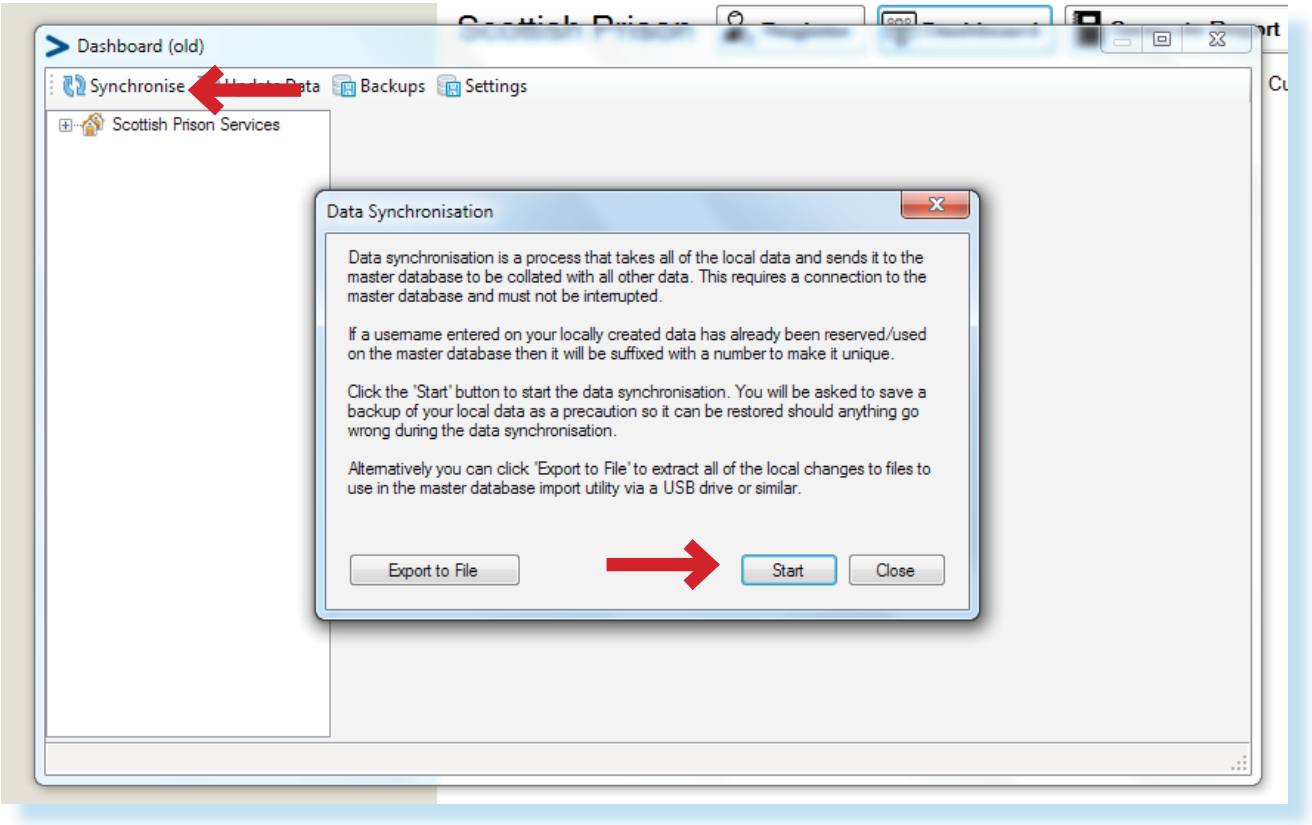
# Synchronising / Updating Data

## Synchronising Standalone Client Data (Users, Test Results etc.) with the Internal Database via a Network Drive

From the Home page click “Dashboard” to open then dashboard. Then click on the ‘Start’ button.


Dashboard (old)
Synchronise
Backups
Settings
Scottish Prison Services
Data Synchronisation
Data synchronisation is a process that takes all of the local data and sends it to the master database to be collated with all other data. This requires a connection to the master database and must not be interrupted.
If a username entered on your locally created data has already been reserved/used on the master database then it will be suffixed with a number to make it unique.
Click the 'Start' button to start the data synchronisation. You will be asked to save a backup of your local data as a precaution so it can be restored should anything go wrong during the data synchronisation.
Alternatively you can click 'Export to File' to extract all of the local changes to files to use in the master database import utility via a USB drive or similar.
Export to File
Start
Close

Click the “Export to file” button.

Save the file to your local computer drive in ‘My Documents’.

Now, when you have your network drive at a computer with the intranet, go to the internal web application.

You will need to log in using your client code as an officer or above (i.e. not an offender) to do this.

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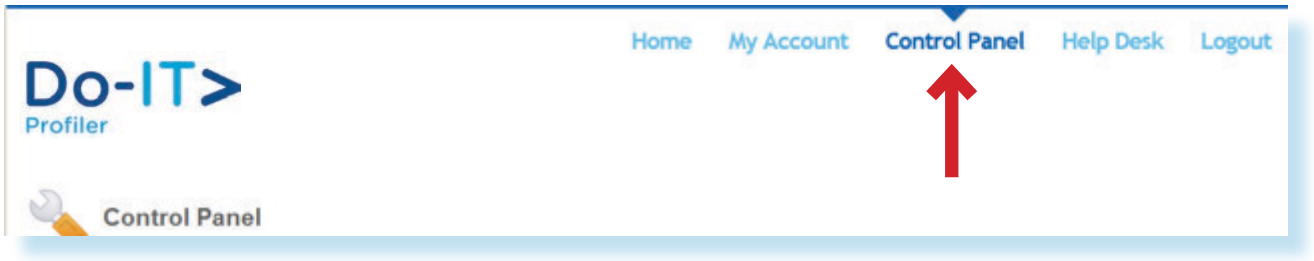
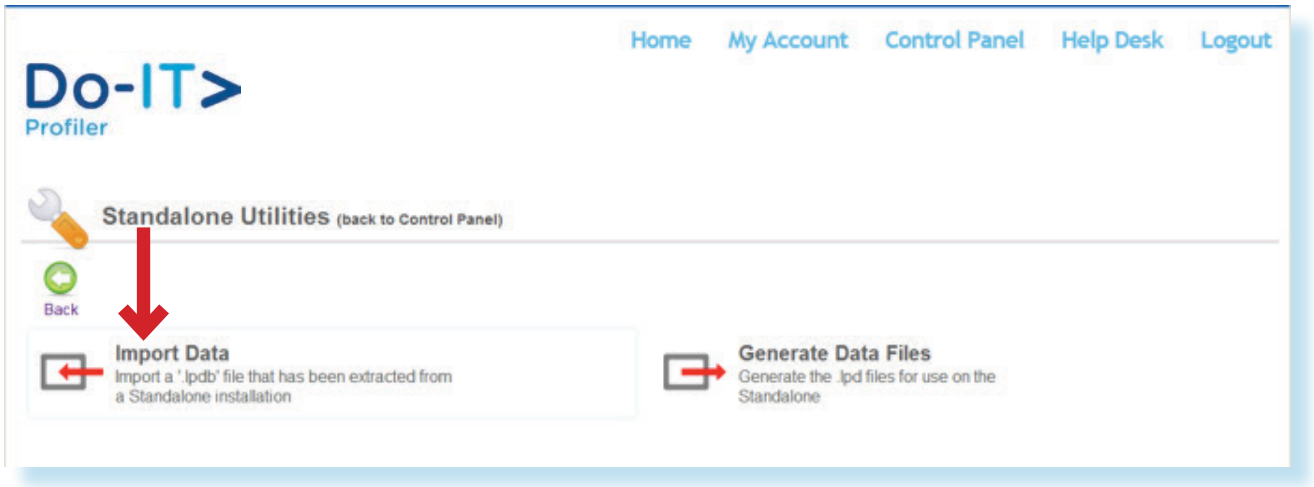
# Synchronising / Updating Data

## Synchronising Standalone Client Data (Users, Test Results etc.) with the Internal Database via a Network Drive

After you have logged on to the internal profiler home page, Go to ‘Control Panel’.




Click on ‘Standalone Utilities’ and click on ‘Import Data”

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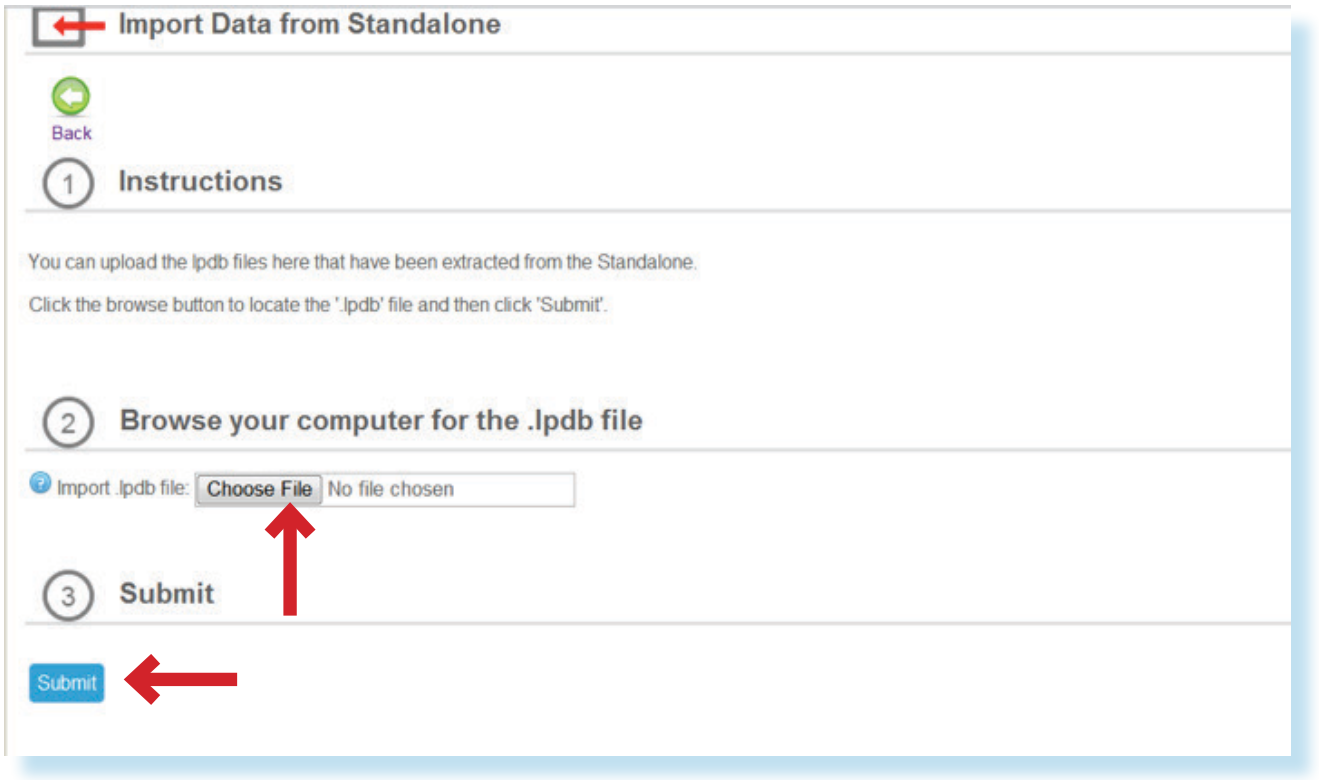
# Synchronising / Updating Data

## Synchronising Standalone Client Data (Users, Test Results etc.) with the Internal Database via a Network Drive


Import Data from Standalone
Back
1 Instructions
You can upload the lpdb files here that have been extracted from the Standalone.
Click the browse button to locate the '.lpdb' file and then click 'Submit'.
2 Browse your computer for the .lpdb file
Import .lpdb file:
Choose File
No file chosen
3 Submit
Submit

Follow the instructions, locating the file on the Network Drive and clicking “Submit”.

Your data will now be online, but you now need to get new data on your network drive to take back to your standalone version.

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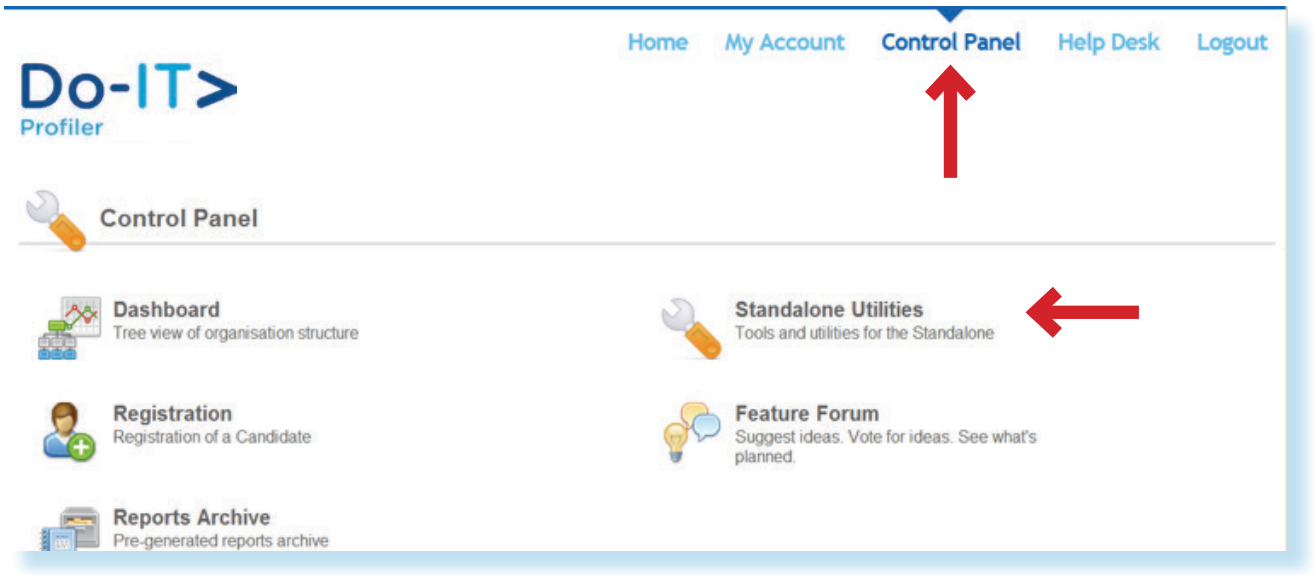
# Synchronising / Updating Data

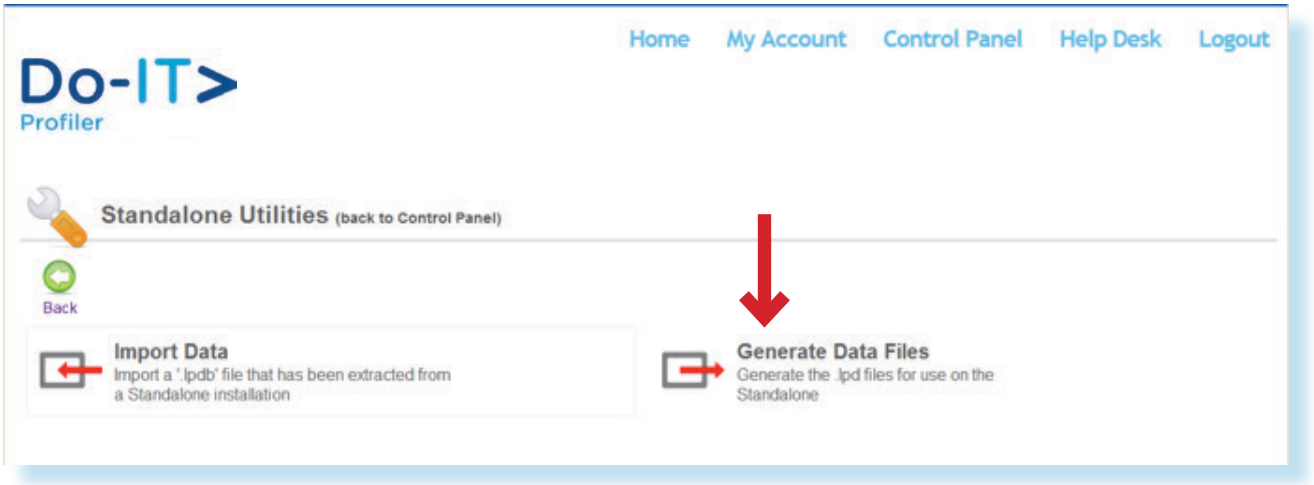
## Generating data from internal version and synchronising to standalone

Go to The Profiler in your intranet location, and go to the “Control Panel”.

Click on the “Standalone Utilities” icon.




Then click on the “Generate Data Files” icon.

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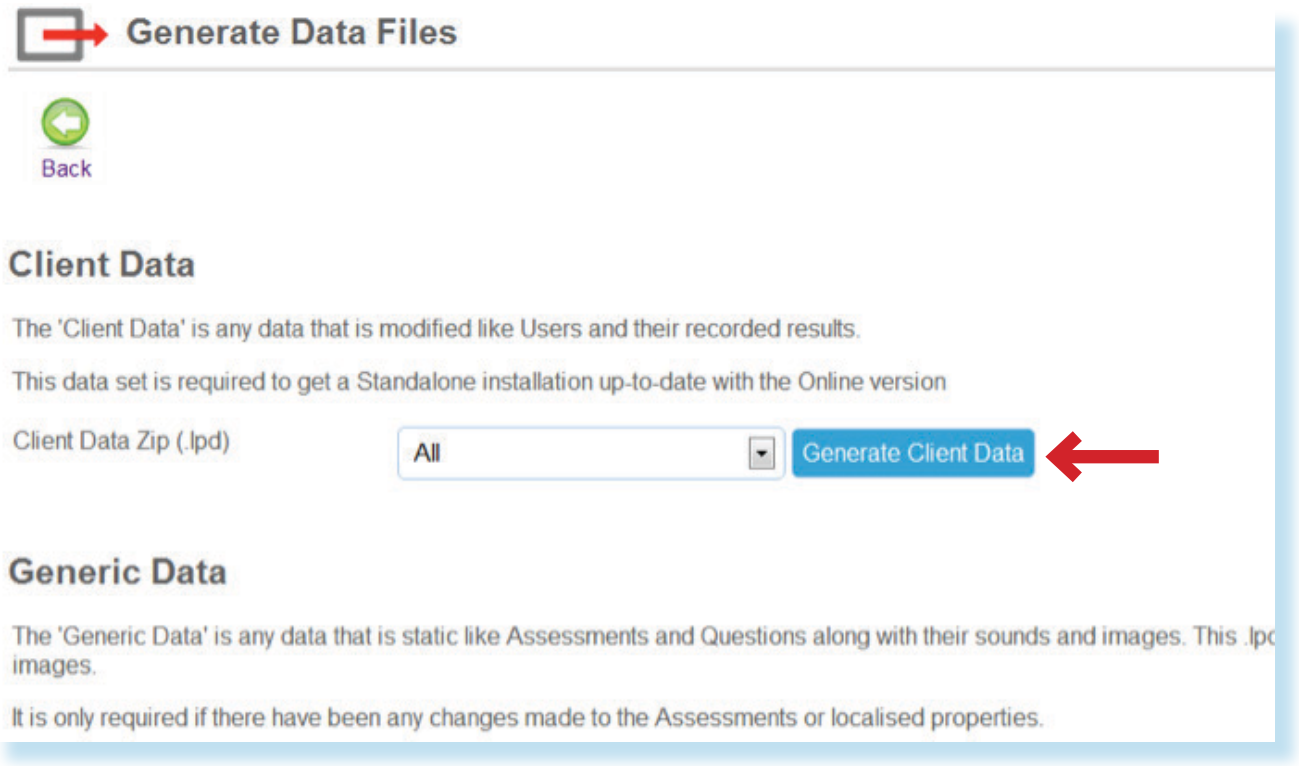
# Synchronising / Updating Data

## Generating data from internal version and synchronising to standalone

You then need to choose your site from the drop down list and click the “Generate Client Data” button.  Save the file to your local computer drive in ‘My Documents’.


Generate Data Files
Back
Client Data
The 'Client Data' is any data that is modified like Users and their recorded results.
This data set is required to get a Standalone installation up-to-date with the Online version
Client Data Zip (.lpd)
All
Generate Client Data
Generic Data
The 'Generic Data' is any data that is static like Assessments and Questions along with their sounds and images. This .lpc
images.
It is only required if there have been any changes made to the Assessments or localised properties.

After saving the files to your network drive you need to then go back to the computer where the Standalone is installed to put the data on to it.

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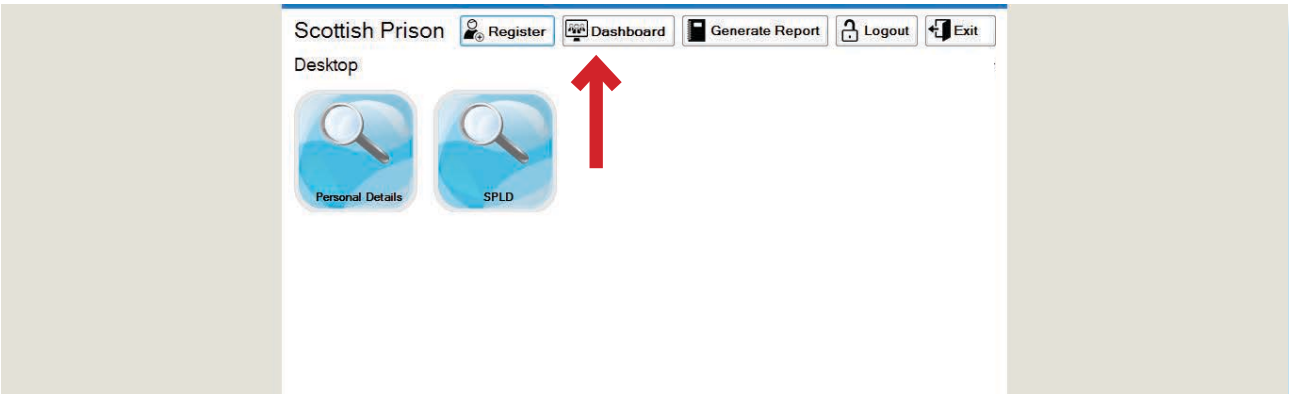
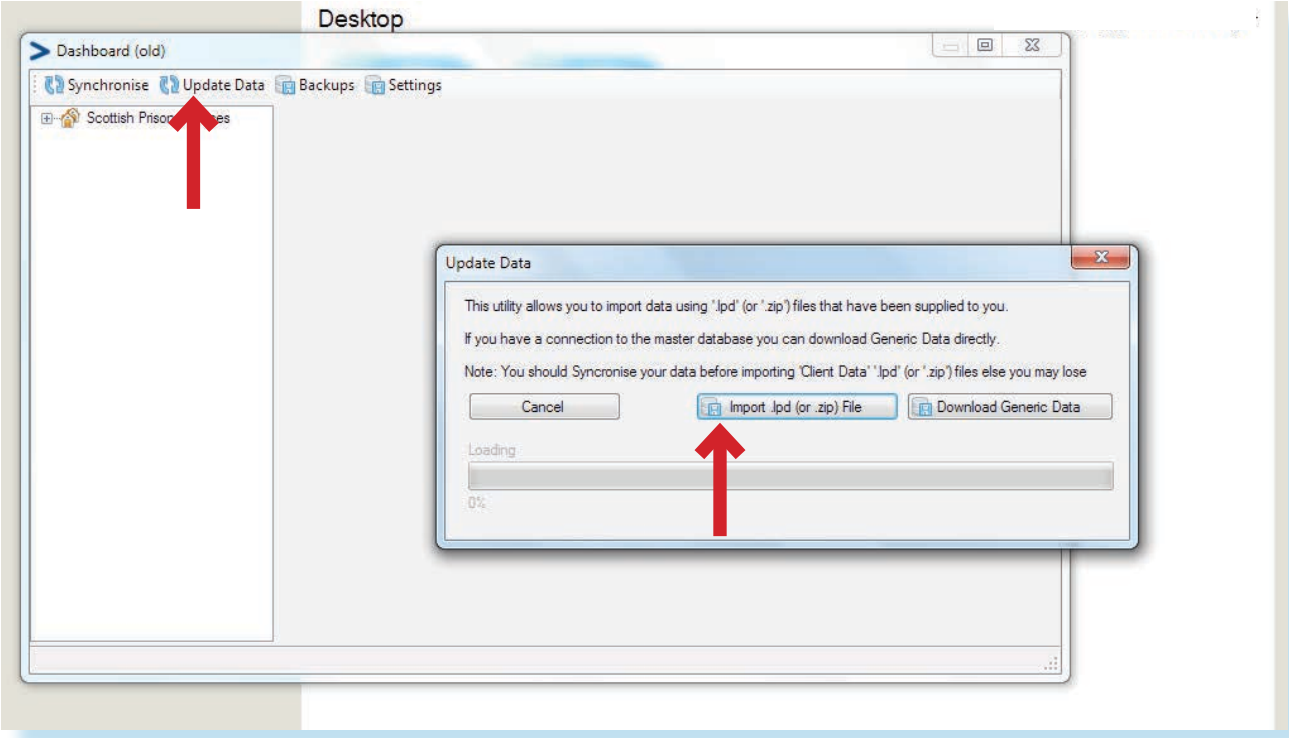
# Synchronising / Updating Data

## Generating data from web version and synchronising to standalone

Open the standalone and click on the “Dashboard” button.




To import the generic data click the “Update Data” button on the Dashboard toolbar, and click “Import .lpd file”.


Desktop
Dashboard (old)
Synchronise
Update Data
Backups
Settings
Update Data
This utility allows you to import data using '.lpd' (or '.zip') files that have been supplied to you.
If you have a connection to the master database you can download Generic Data directly.
Note: You should Syncronise your data before importing 'Client Data' '.lpd' (or '.zip') files else you may lose
Cancel
Import .lpd (or .zip) File
Download Generic Data
Loading
0%

Locate the file on your network drive and press “Open”. This will import the generic data file to the standalone.

You have now successfully synchronised.

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# Synchronising / Updating Data

## Updating Generic Data (Latest Tests, Sounds etc.) via Network Drive

Please see “Introduction to Synchronising and Updating Data” for a brief introduction before attempting these steps.

The basic process of updating generic data (latest tests, sounds etc.) via your network drive is:

Go a computer with an intranet connection
Get the new files and save to your network drive
Go to the computer with the standalone on
Import the files to the standalone from your network drive

To do this you will need to follow the instructions on the following pages.

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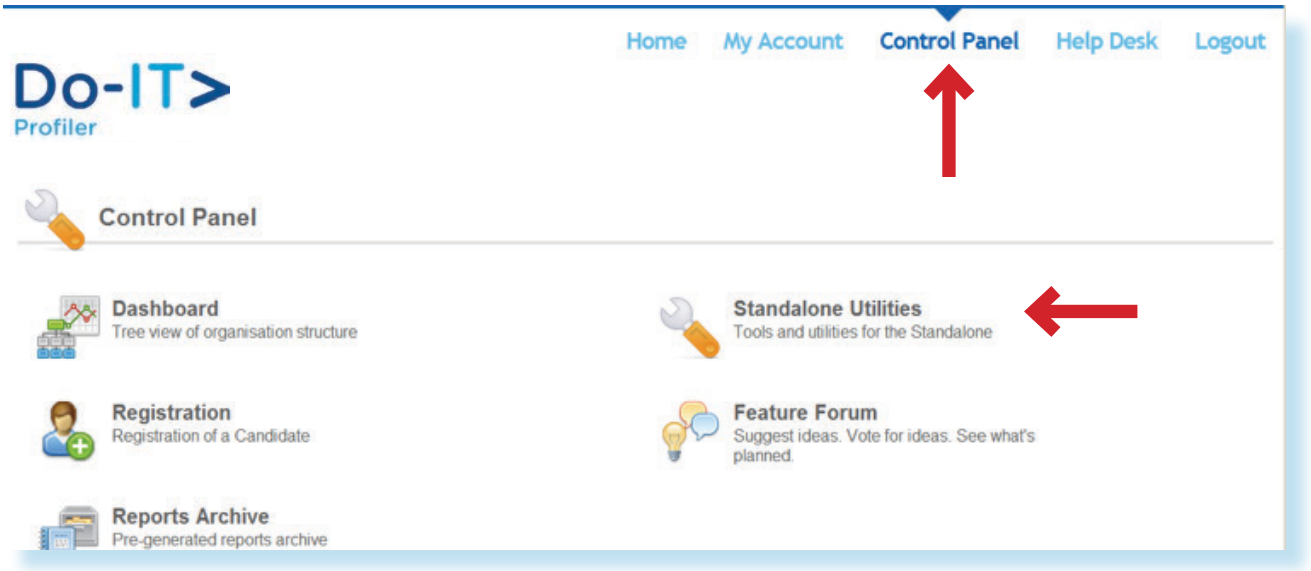
# Synchronising / Updating Data

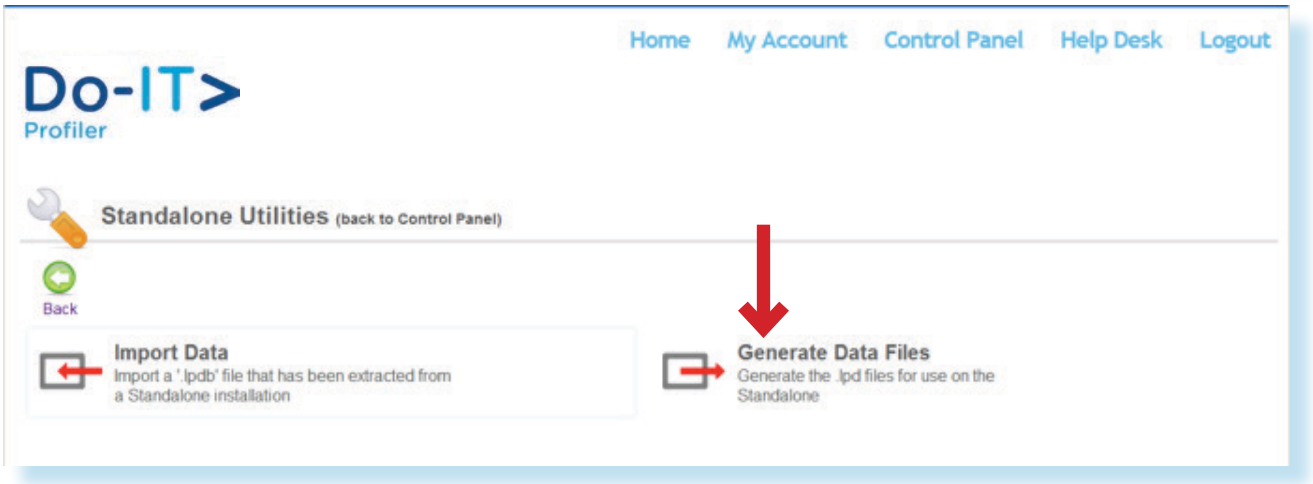
## Updating Generic Data (Latest Tests, Sounds etc.) via Network Drive

Firstly, you will need to go to your internal web version on a computer with an intranet connection and go to the “Control Panel”.

Click on the “Standalone Utilities” icon.




Then click on the “Generate Data Files” icon.

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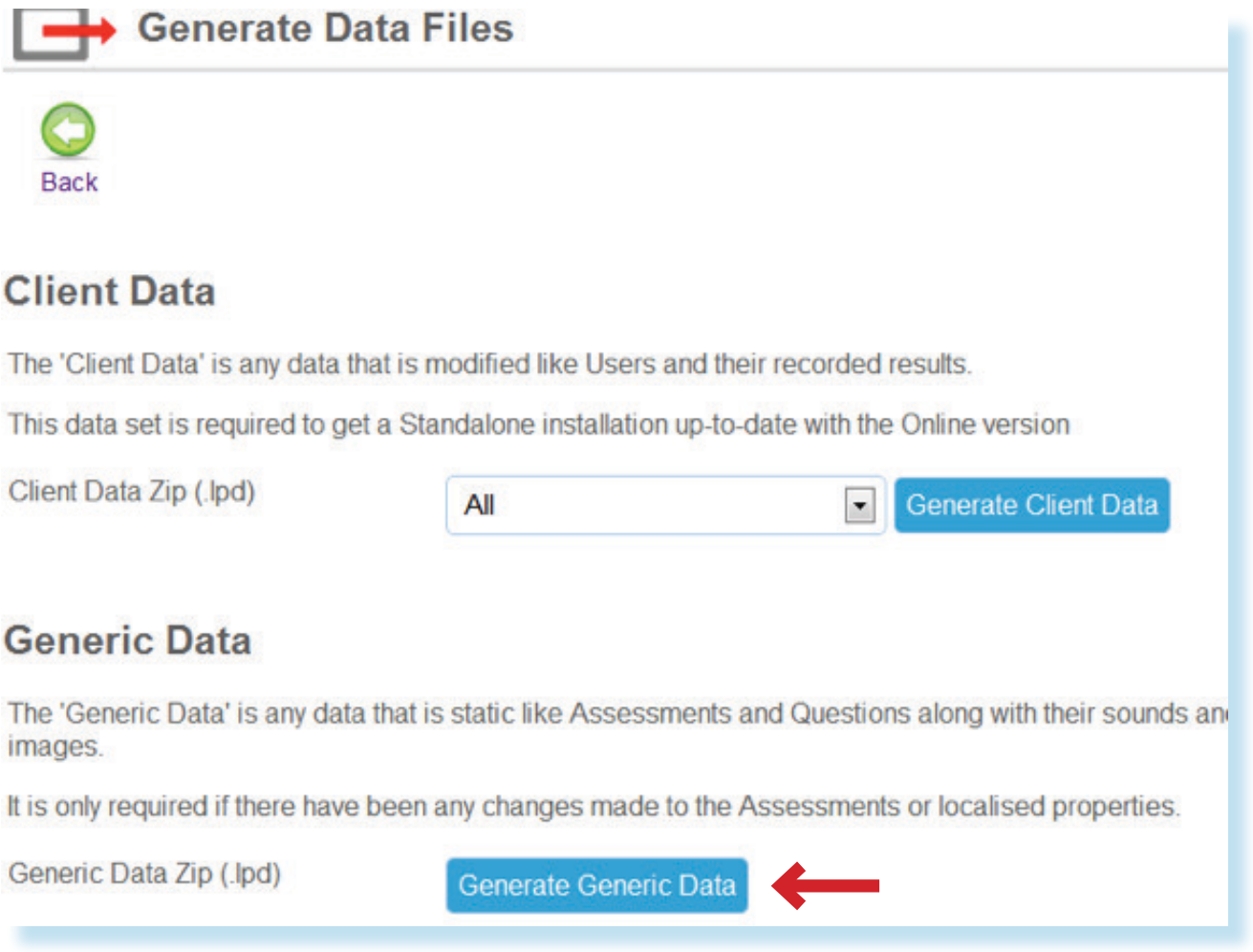
# Synchronising / Updating Data

## Updating Generic Data (Latest Tests, Sounds etc.) via Network Drive

You then need to click the “Generate Generic Data” button.  Save the file to your local computer drive in ‘My Documents’.


Generate Data Files
Back
Client Data
The 'Client Data' is any data that is modified like Users and their recorded results.
This data set is required to get a Standalone installation up-to-date with the Online version
Client Data Zip (.lpd)
All
Generate Client Data
Generic Data
The 'Generic Data' is any data that is static like Assessments and Questions along with their sounds an
images.
It is only required if there have been any changes made to the Assessments or localised properties.
Generic Data Zip (.lpd)
Generate Generic Data

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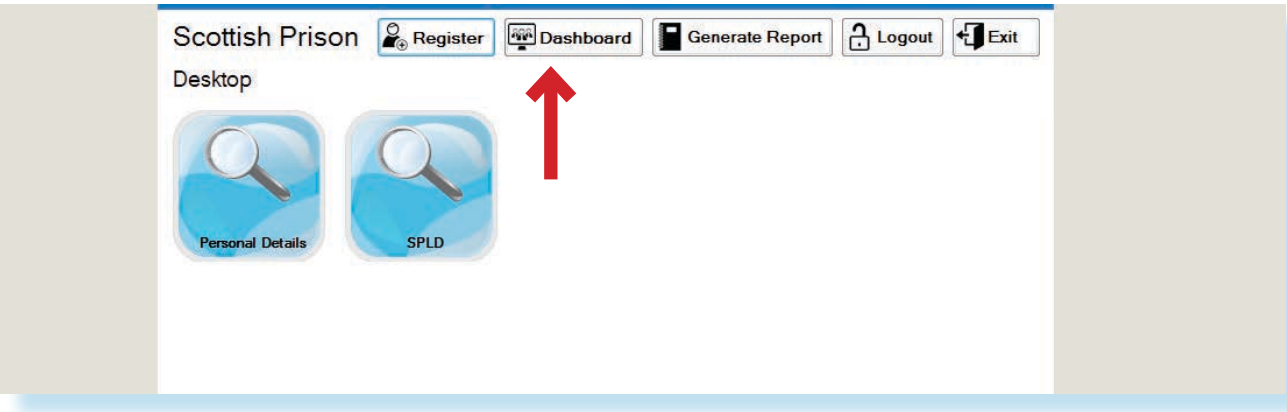
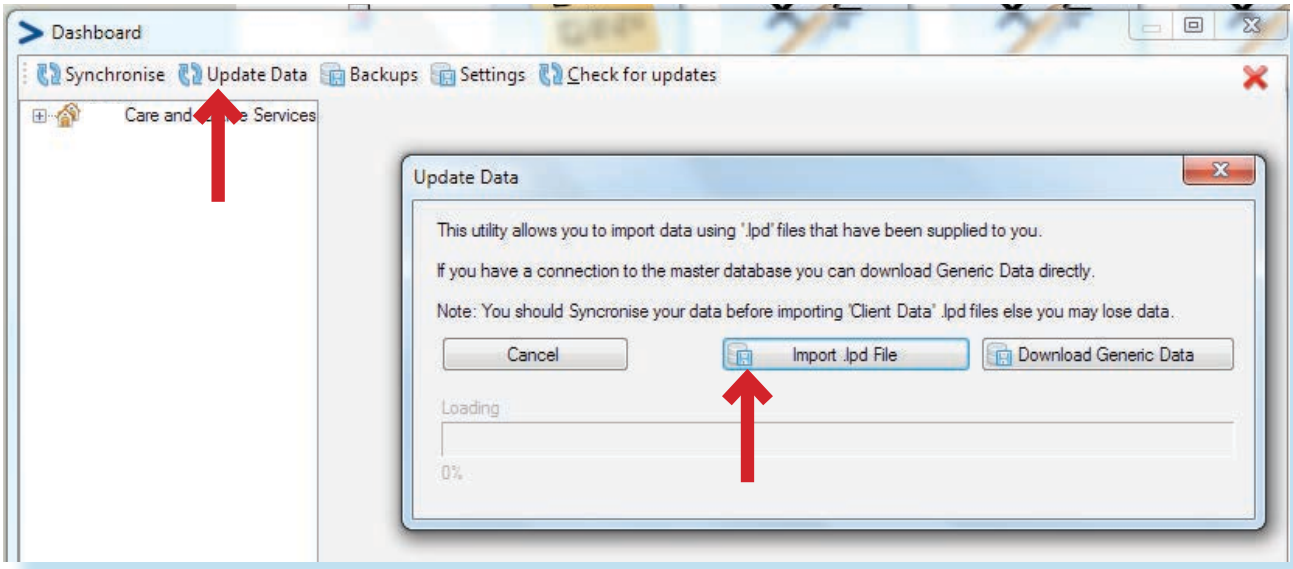
# Synchronising / Updating Data

## Updating Generic Data (Latest Tests, Sounds etc.) via Network Drive

After saving the files to your network drive you need to then go back to the computer where the Standalone is installed to put the data on to it.
Open the standalone and click on the “Dashboard” button.




To import the generic data click the “Update Data” button on the Dashboard toolbar, and click “Import .lpd file”.


Dashboard
Synchronise
Update Data
Backups
Settings
Check for updates
Update Data
This utility allows you to import data using '.lpd' files that have been supplied to you.
If you have a connection to the master database you can download Generic Data directly.
Note: You should Syncronise your data before importing 'Client Data' .lpd files else you may lose data.
Cancel
Import .lpd File
Download Generic Data
Loading
0%

Locate the file on your network drive and press “Open”. This will import the generic data file to the standalone.

You have now successfully updated.

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# System basics

## Accessing the system

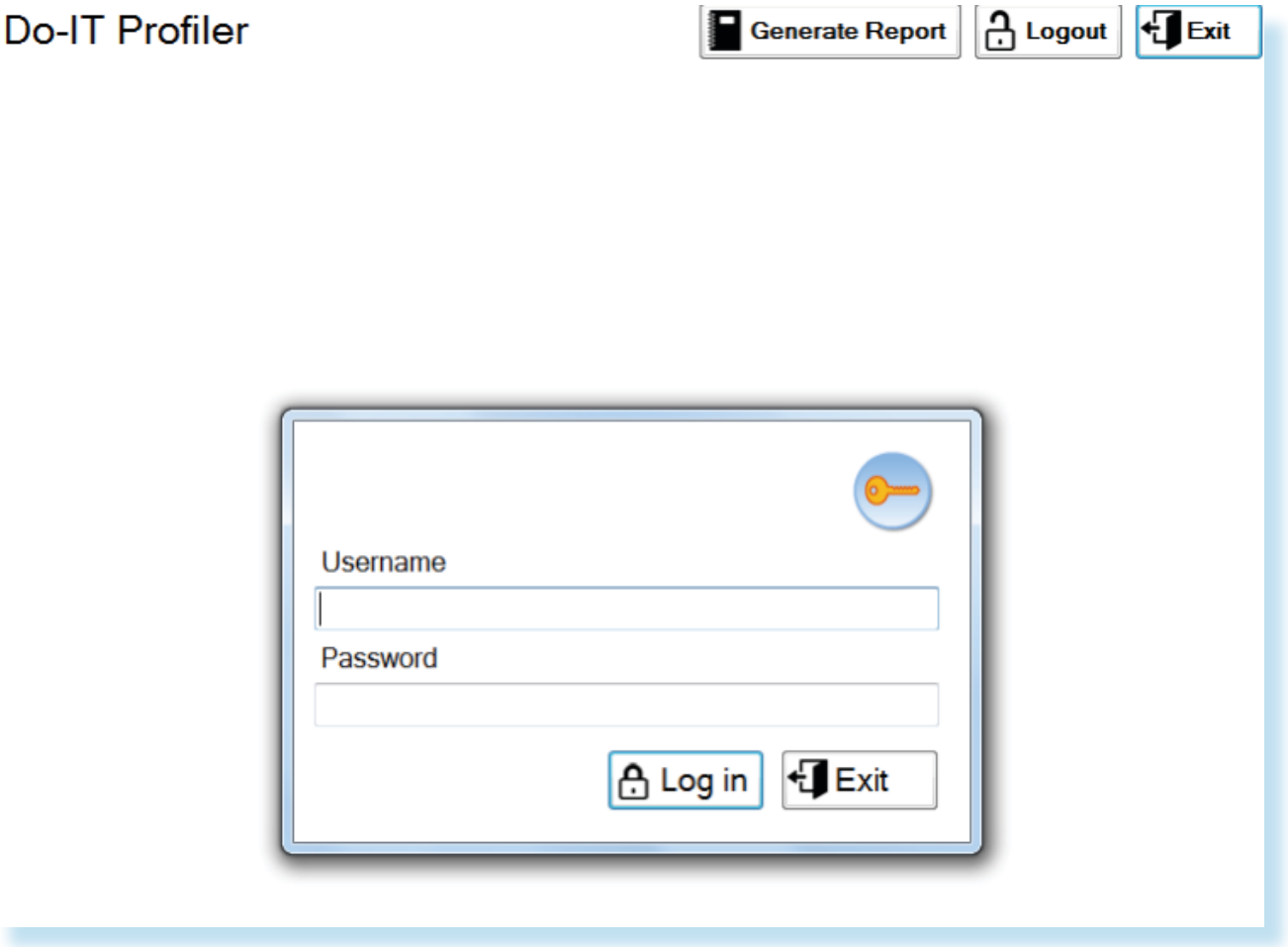
To access the system, simply click on the ‘Do-IT Profiler Standalone’ tab on the start menu or double click the icon on your desktop.

It will show a log in page, where you can log in or register an offender.

## Logging in

On opening the system, the login page will appear. Here you will be asked to enter a username and password.

Please enter your username and password in the boxes and click on the “Log In” button.




If you are having trouble accessing the system, or if you do not have a client code, please contact your Manager for assistance.

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# System basics

## Registering an offender

To access the registration screen, please click on the “Register” button when you have logged in. Enter the offender’s details in the box on the screen and click “Register”.

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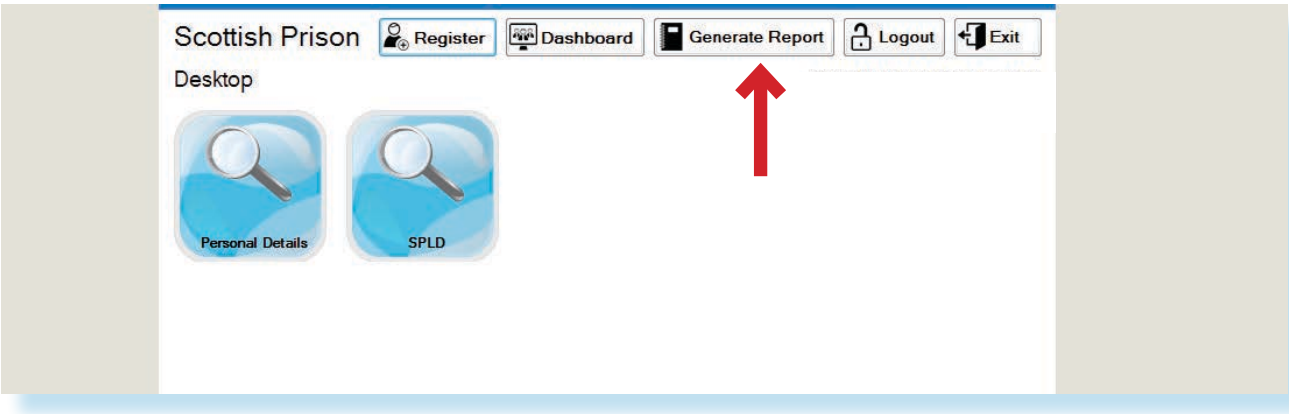
# System basics

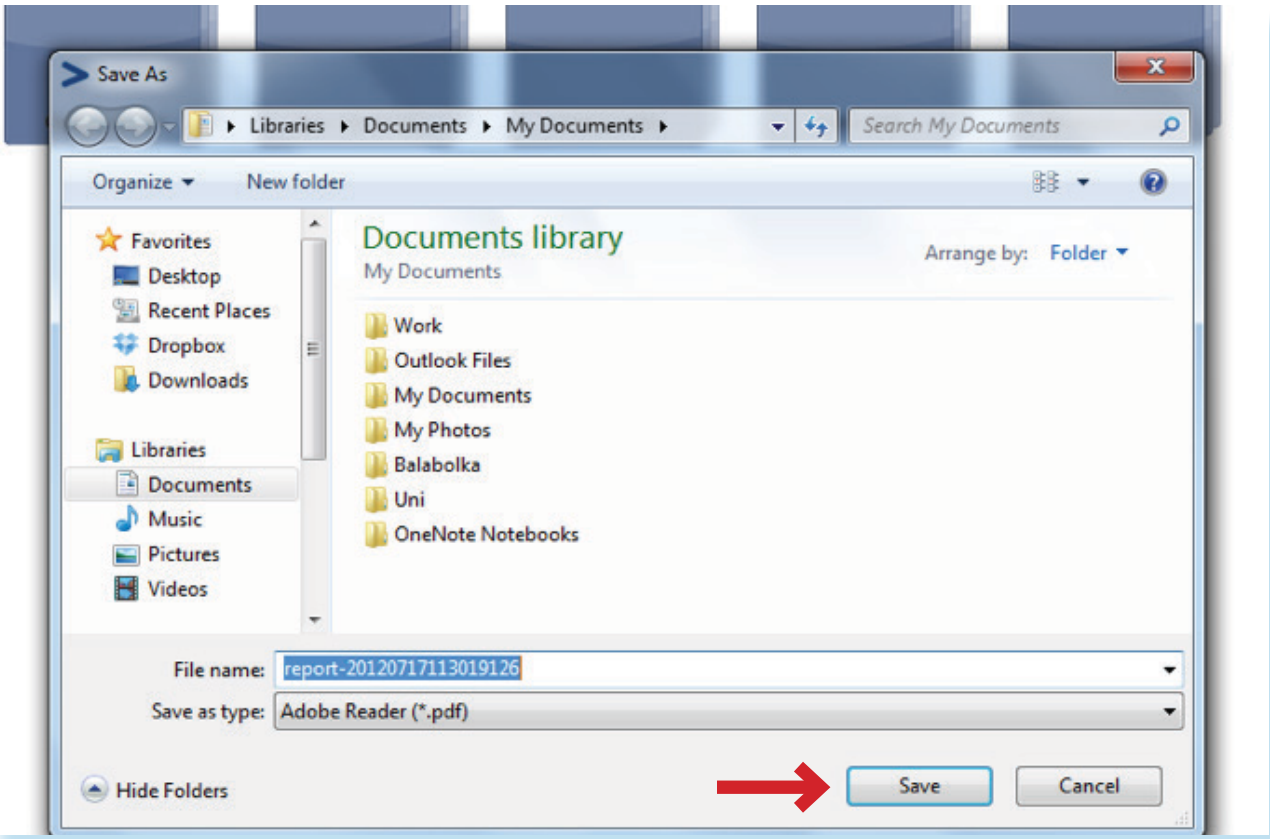
## Viewing your results

Candidates can view their results by generating their own report. To do this click the "Generate Report" button at the top of the desktop.




Then choose the file or folder you wish your report to be saved to and click "Save". A box then appears asking if you would wish to view now. To open click "Yes".

For example:

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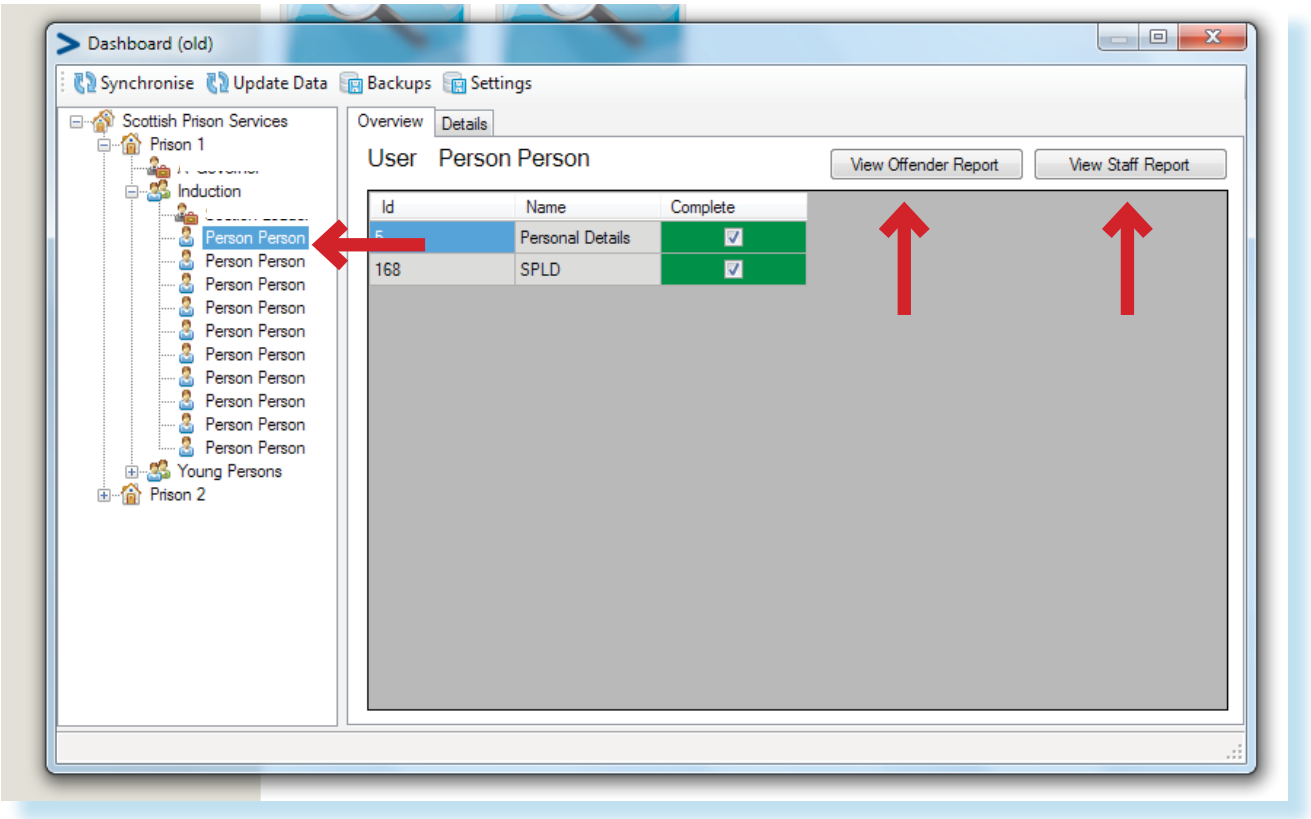
# System basics

## Viewing your results

Officers (and above) can access the results through the dashboard. Open up the dashboard and find the desired offender by the prison and group.  Click on the offender in the left hand panel and you will see the overview in the right hand panel.




Once you have the offender's details on the right hand panel, simply click on the "View Offender Report". If you wish to see the staff report, then click "View Staff Report".

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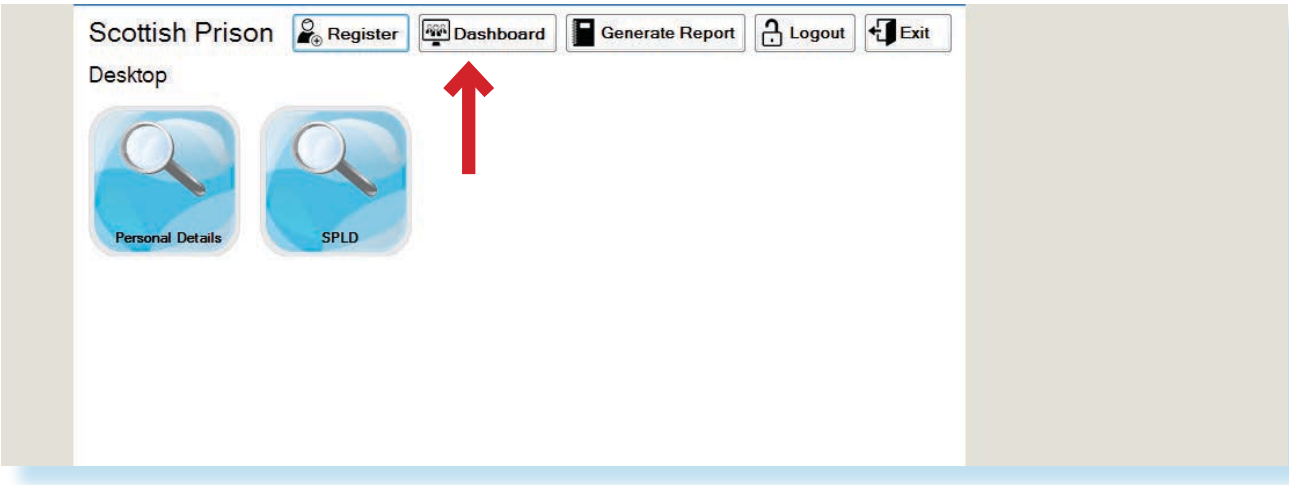
# System basics

## Introduction to the Dashboard

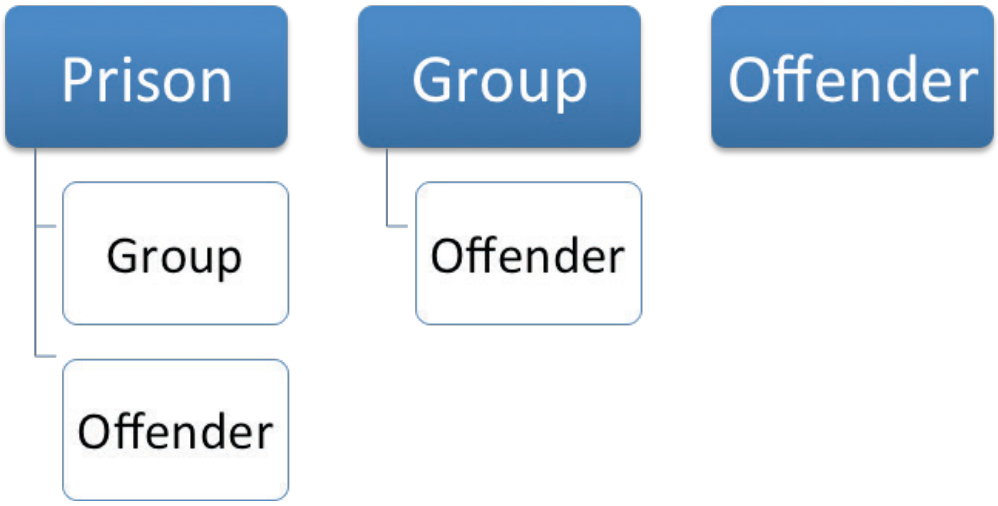
Your dashboard is the central place for managing your institution. You will find the "Dashboard" button at the top of the screen.




The dashboard will open in a new window.

**Organisation Tree View**

On opening the dashboard, you will be shown a tree view of your institution's structure in the left hand panel. It follows the format shown in the diagram below:

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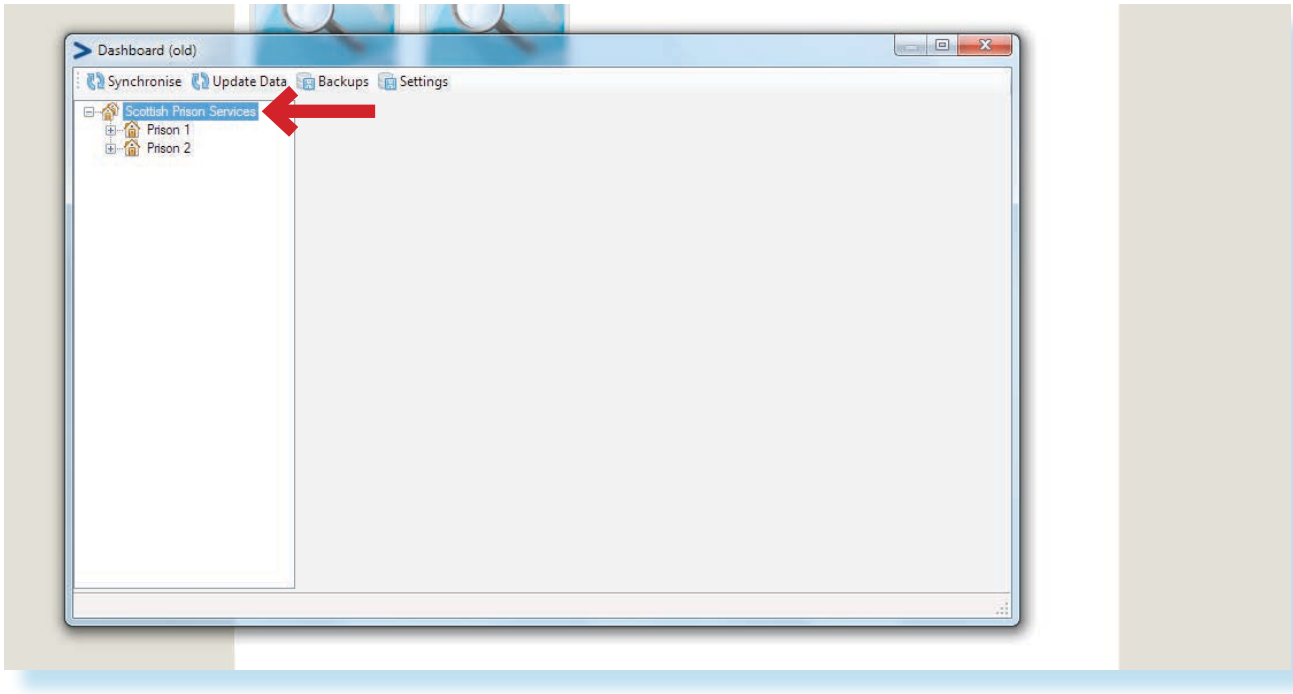
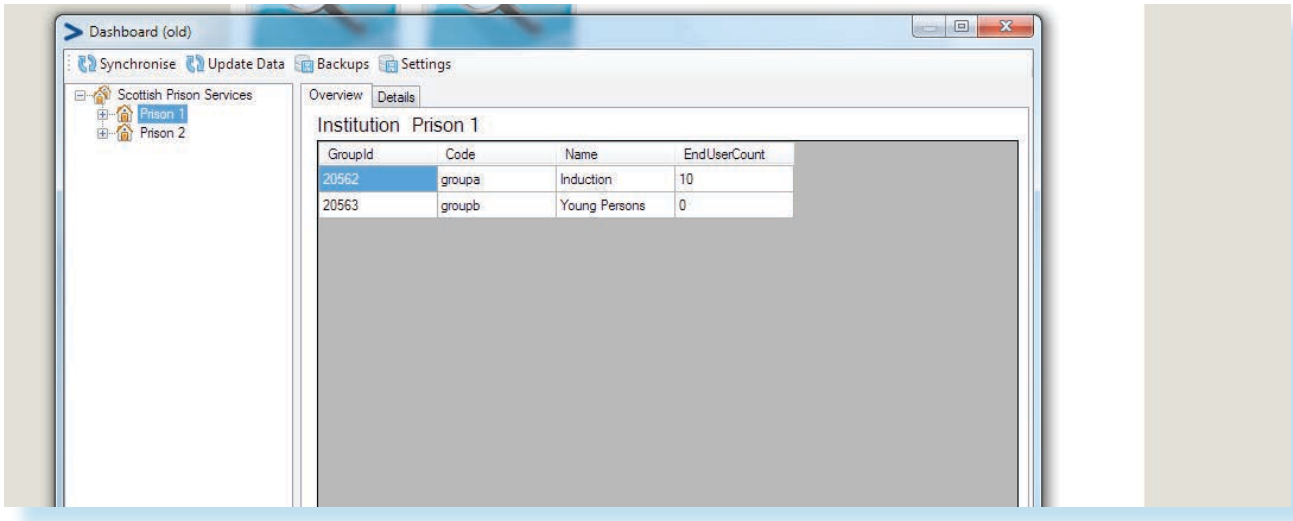
# System basics

## Introduction to the Dashboard

To give an idea of how the tree view looks; the top level shows the institution “Scottish Prison Services” and under this is the “prisons” region. Clicking the small boxes will expand and collapse each section.




When ‘prison’ is expanded, for example, it will show the groups within that prison.

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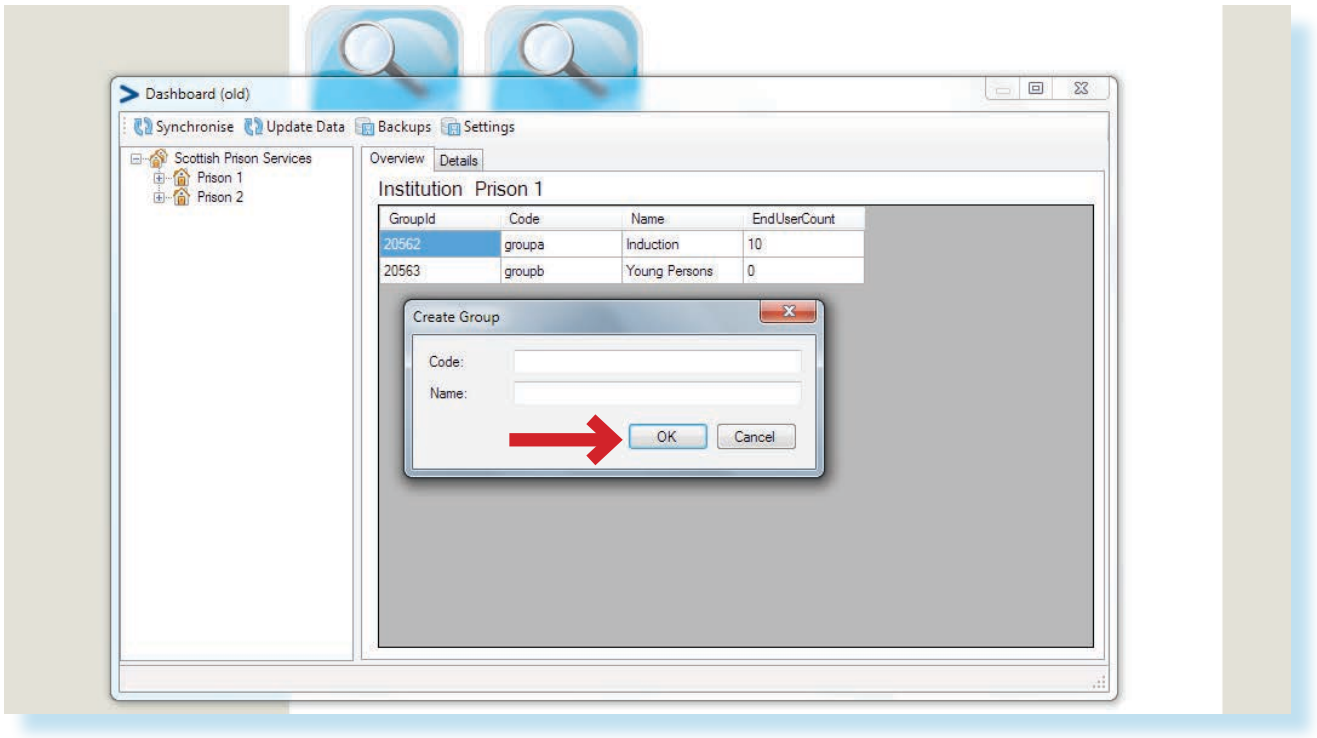
# Dashboard for advanced users

## Adding a group to a prison

You can add a group by right clicking the prison on the left hand panel and selecting “Create Group” from the drop down menu.

You will then be shown a pop-up box. Here you should enter the name of the group you wish to add, and click the “OK” button.




You will now see the group in the tree view structure.

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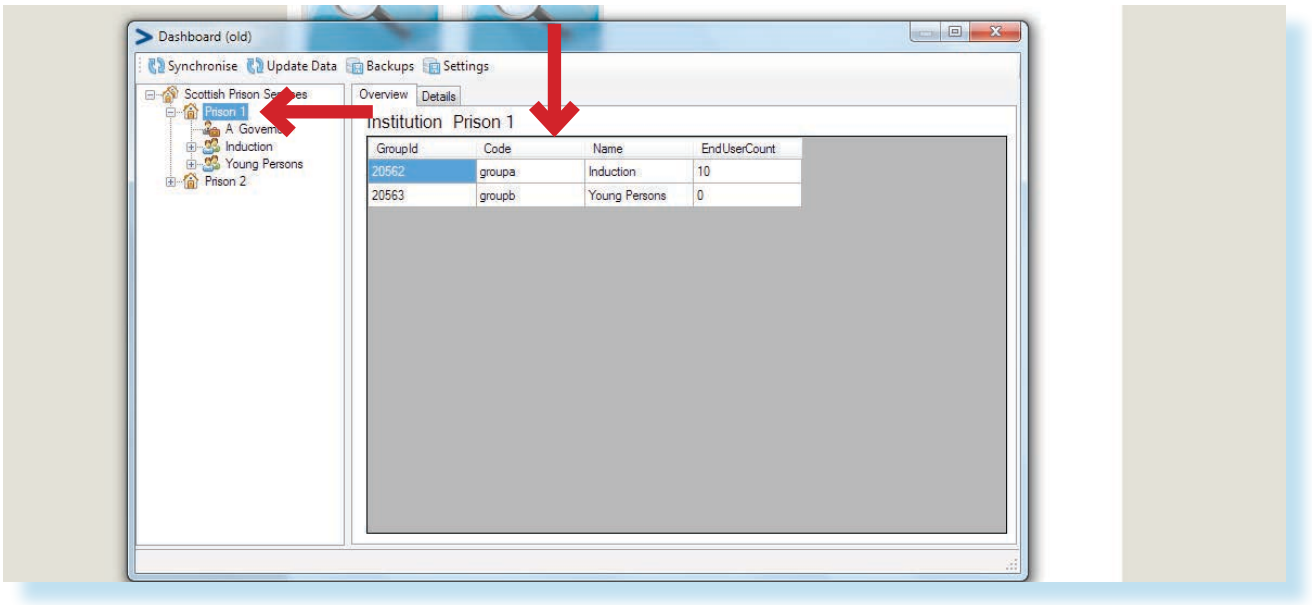
# Dashboard for advanced users

## Viewing a group

To view a group, simply click the group on the left hand panel and you will see the group overview in the right panel.




Here you will see an overview of the group and the number of offenders in those groups.

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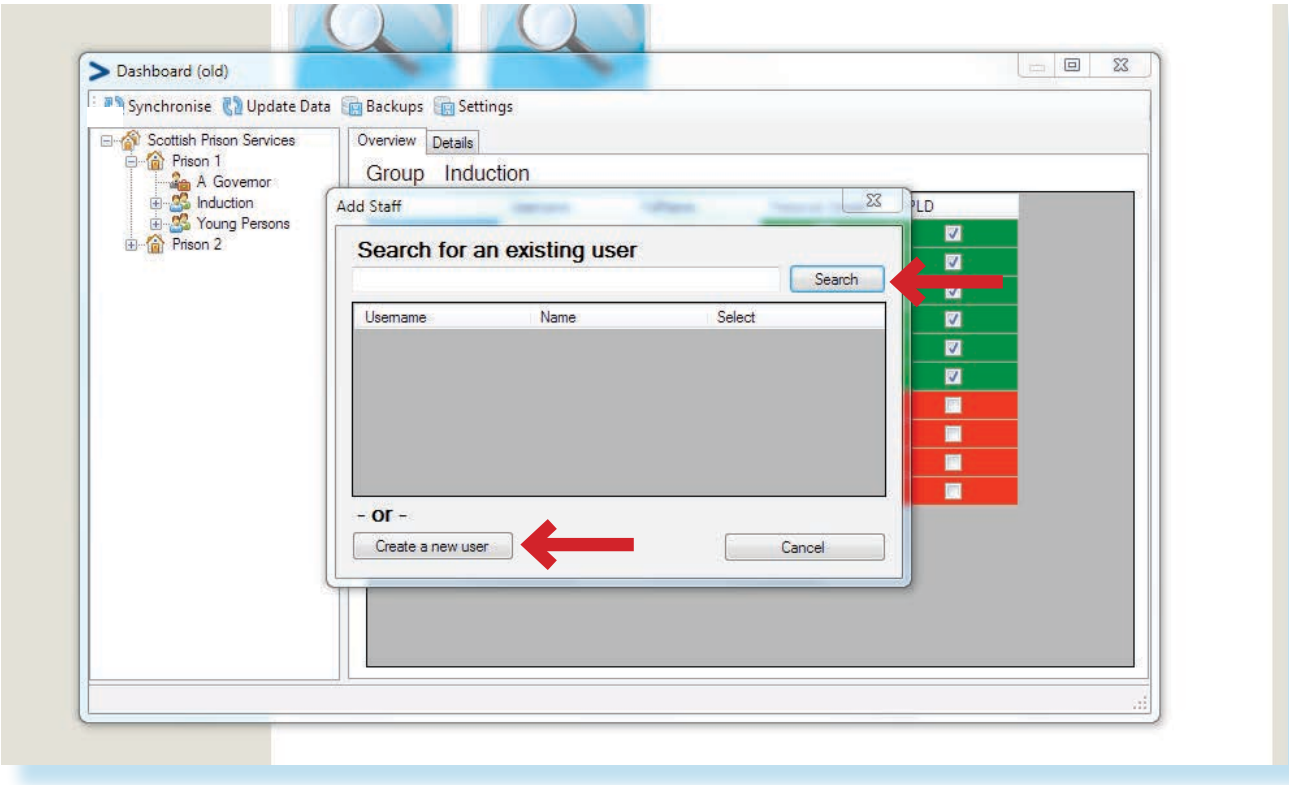
# Dashboard for advanced users

## Adding staff

You can add staff by clicking the site in the left hand panel and selecting “Add Staff” from the drop down menu.

You will then be shown a pop-up box. Here you can search for an existing user, or create a new user. To create a new user, click the “Create a New User” button.

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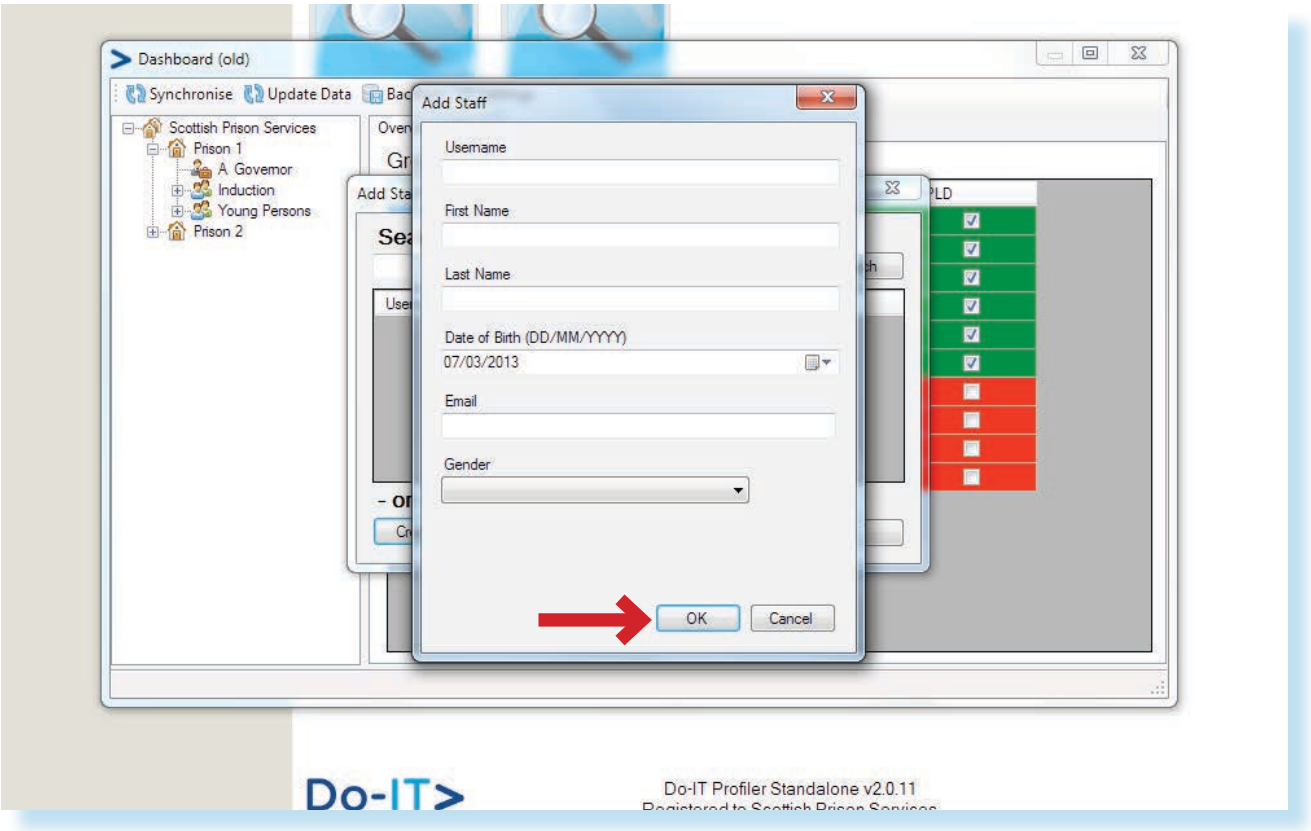
# Dashboard for advanced users

## Adding staff

Fill in the details of the staff member in the boxes and click the “OK” button.




You will now see the staff member in the tree view structure.

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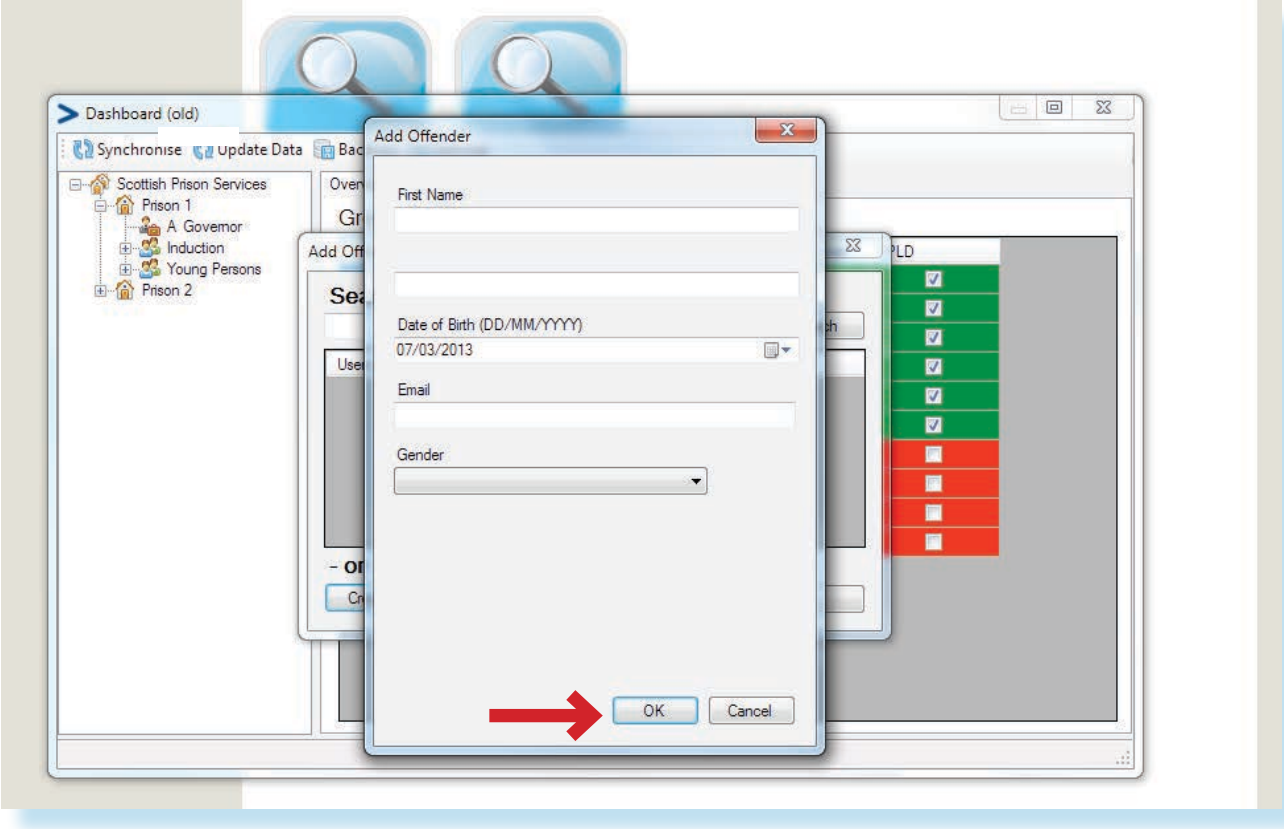
# Dashboard for advanced users

## Adding an offender to a group

Fill in the details of the offender in the boxes and tick any relevant boxes, then click the “OK” button.




You will now see the offender in the tree view structure.

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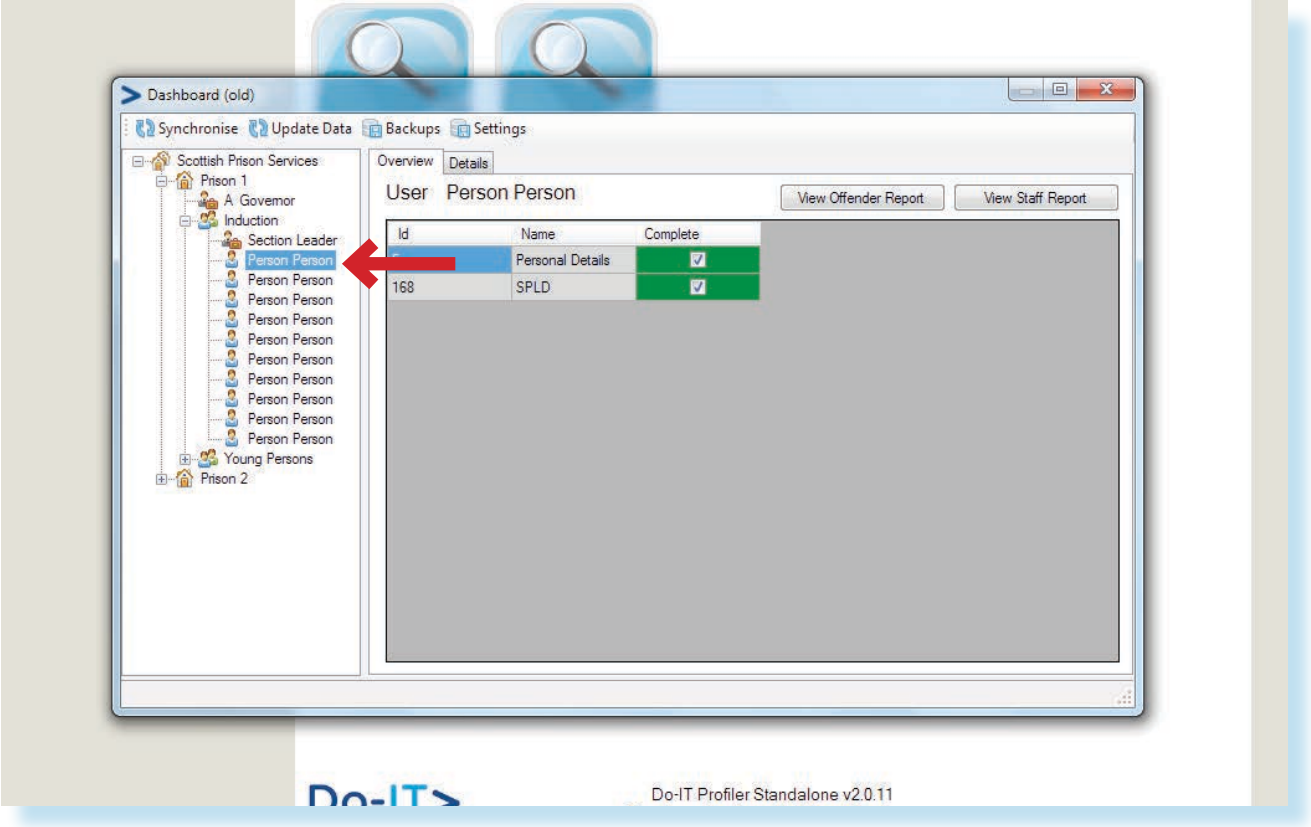
# Dashboard for advanced users

## Viewing an offender

From the group overview, you can view any of the offenders in that group by clicking on that offender.




You can click the offender in the left hand panel, and you will see the offender overview in the right hand panel.

On the offender overview you will see a summary of the offender's information and the tests the offender has and hasn't completed.

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# Dashboard for advanced users

## Removing an offender

You can remove an offender by right clicking the offender name in the left hand panel and selecting “Remove Offender” from the drop down menu.

A pop up box will then ask you to confirm you want to delete, clicking the “OK” button will confirm deletion.

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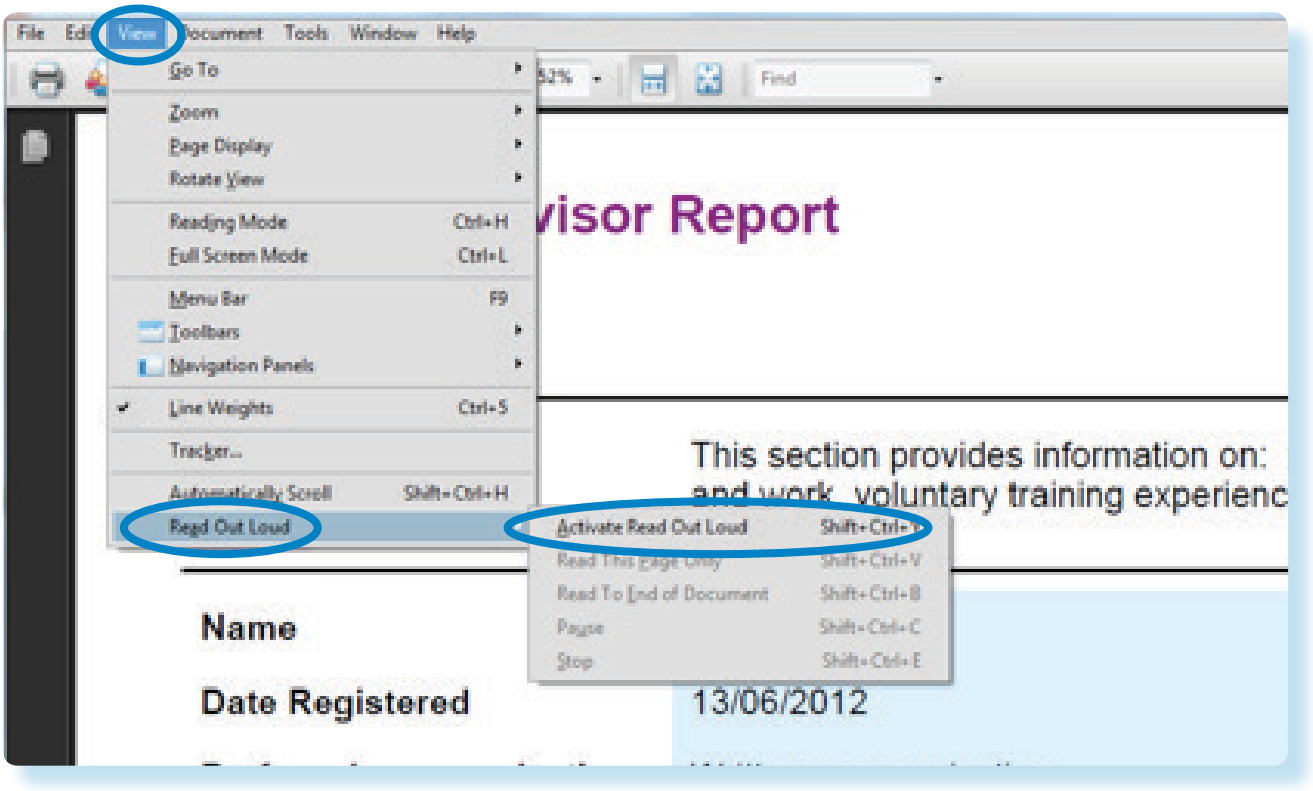
# Accessibility

## Text to speech using the PDF reports

The reports are in pdf format so they can be printed, saved as a file and emailed. They can also be read out aloud using the Adobe software built into the pdf.

To activate the read aloud feature, click on ‘View’ on the toolbar and go down to ‘Read Out Loud’

Then click ‘Activate Read Out Loud’.

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To find out how to change the accessibility functions of this PDF, please go to **http://dotr.im/pdfs** for more information.

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